



capitalregionwater.com
888-510-0606

Right-to-Know Request

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

Date of Request: Submitted via: Email U.S. Mail Fax* In Person

3003 North Front Street
Harrisburg, PA 17110
717-525-7688*

Requester's Name: Company (if applicable):

Mailing Address:

City: State: Zip: Phone:

Fax: Email:

How do you prefer to be contacted if the agency has questions? Telephone Email

RECORDS REQUESTED: Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law. Additional space is available on Page 2 of 2.

DO YOU WANT COPIES? Yes, electronic copies preferred if available
Yes, printed copies preferred
No, in-person inspection of records preferred (may request copies later)

Do you want certified copies? Yes (may be subject to additional costs) No
RTKL requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule for more details.

Please notify me if fees associated with this request will be more than \$100 (or) \$.

To pay by credit card, call 888-510-0606 to speak with a Customer Service Representative and submit this Request via email to info@capitalregionwater.com.

Capital Region Water Use Only

CRW Tracking No.: Date Received: Response Due (5 bus. days):

30-Day Ext.? Yes No (If Yes, Final Due Date:) Actual Response Date:

Request was: Granted Partially Granted & Denied Denied Cost to Requester: \$

NOTE: In most cases, a completed RTKL request form is a public record.
More information about the RTKL is available at https://www.openrecords.pa.gov



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Additional Space: